

Pawsitive Perspectives Assistance Dogs, Inc (PawPADs) Policy On Discontinuing Contact Upon Request

1. Policy: It is the policy of Pawsitive Perspectives Assistance Dogs, Inc. ("PawPADs") to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

PawPADs shall maintain a record of all requests by persons who indicate to PawPADs, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of PawPADs.

2. Limitation: This policy does not prohibit contact by PawPADs that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by PawPADs that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

3. Procedure: Upon a person's (or a person's authorized representative's) request that PawPADs discontinue further contacts, the person's name and address will be promptly removed from PawPADs' database or modified to insure that no further contact is made with the person. PawPADs will also take steps to insure that the person's name is removed from any external databases or records under PawPADs' control.

4. Permanent Record: PawPADs will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by PawPADs' board of directors. Oral requests will be recorded in writing by the staff of PawPADs and maintained with the written requests. The records of persons who have made such a request will be maintained by PawPADs to the extent necessary for legal or liability purposes.

Date Adopted: August 5, 2012